

MIZORAM RIGHT TO INFORMATION RULES, 2006

(Vide Govt. Notification No. R 13011/4/2005-IPR Dt. 21.6.2006)

In exercise of the power conferred by Section 27 of the Right to Information Act (No.22 of 2005), the Governor of Mizoram do hereby make the following rules, namely:-

1. Short title and commencement:-

- (1) These rules may be called the "Mizoram Right to Information Rules, 2006".
- (2) They shall come into force from the date of their publication in the Mizoram Gazette.

2. Definitions :-

- (1) In these rules, unless the context otherwise requires-
 - (a) 'Act' means the Right to Information Act, 2005 (No. 22 of 2005);
 - (b) 'BPL Card' means a card issued to any citizen who is below the poverty line.
 - (c) 'fine' means amount payable by the applicant for obtaining any information under the provisions of subsection (1) of Section 6 of the said the excluding the cost of providing information;
 - (d) 'form' means the form appended to these rules;
 - (e) 'Identity' means an evidence to show the citizenship like an electoral photo identity card, a passport or any other document which can satisfy the authority about citizenship of the person;
 - (f) 'Nodal Officer' means the Secretary to Government of Mizoram Information & Public Relations Department;
 - (g) 'Public Information Officer' means the State Public Information Officer designated under sub-section (1) of section 5 of the Act and includes an Assistant Public Information Officer designated as such under sub-section (2) thereof;
 - (h) 'Appellate Authority' means persons designated as such by the public authority. ,
 - (i) 'Schedule' means the Schedule appended to these rules; and 'State Government' means the Government of Mizoram.
 - (k) 'Commission' means the Mizoram State Information Commission.
- (2) Words and expressions used but not defined in these rules shall have the meaning as assigned to them in the Act.

3. Appointments & Obligations of Public Information Officers:

- (1) A public authority, if it is a Department of State Government, shall designate as many officers as it deems proper, not below the rank of Under Secretary as Public Information Officers and First Appellate Authority/ Departmental Appellate Authority who is at least one rank superior to the Information Officer,
- (2) In each sub-ordinate office of the Department of Government including the Heads of Department or the offices in the district and sub-divisional level, the head of such offices shall designate as many officers as they deem proper as Public Information Officers and Assistant Public Information Officers,
- (3) Every public authority other than those mentioned in sub-rules (1) and (2) of the said rule 3 shall designate one or more Public Information Officers and First Appellate Authorities in all administrative units and offices under such authority.

Provided that every such public authority shall, while designating such officers as Public Information Officers so designated, ensure that an Officer higher in rank to Public Information Officer, is available to be specified as Appellate Authority.
- (4) If, for any reason, beyond the control of Public Information Officer, furnishing of information is delayed, he shall record reasons with justification thereof and shall communicate to the Head of the office about such delay.

4. **Procedure to obtain information.-**

- (1) A citizen desirous of any information may apply for information in form A to the Public Information Officer, with the required fee in the form of Treasury Challan or cash as specified in the Schedule under the appropriate Head of Account:

Provided that the application fee shall not be payable in case of a person whose name appears in the latest list of persons below poverty line for which he has to produce BPL Card.

Provided that a citizen seeking information through electronic means has to submit evidence regarding deposit of prescribed application fee.

- (2) The Public Information Officer or any other officer authorized by him shall furnish the acknowledgement and after being satisfied with the identity of the applicant shall also intimate in form B as soon as possible the amount of cost for providing information required to be paid by the applicant in cash, as mentioned in the Second Schedule. (Part I & II)
- (3) The applicant may deposit the said amount within a period of fifteen days from the date of receipt of such intimation, failing which the application shall stand rejected.

5. Information regarding rejection.-

- (1) Where a request has been rejected under sub-section (1) of section 7, the Public Information Officer shall intimate the applicant, the reasons for such rejection in Form C.
- (2) Wherever information applied for is available in electronic means, the Public Information Officer may advise in form C to the applicant to obtain the information from the appropriate website to be specified by the Public Information Officer.

6. **Appointments of State Chief Information Commissioner and State Information Commissioners:-**

There shall be a State Chief Information Commissioner and two (2) State Information Commissioners in the Commission. The appointments of State Chief Information Commissioner and State Information Commissioners, their terms of office, conditions of service and removal from office, shall be governed by the relevant provisions of the Act.

7. **Meeting of the recommending Committee.-**

For the purpose of appointment of the State Chief Information Commissioner and the State Information Commissioners under sub-section (3) of section 15, the Nodal Officer/the Secretary to Govt. of Mizoram of the Nodal Department shall, in consultation with the Chairperson of Committee, convene meeting of the Committee for their recommendation.

8. **Salaries & Allowances of the State Chief Information Commissioner and the State Information Commissioners.**

Subject to the conditions of Sub-Section (5) of Section 16, the scale of pay of the State Chief Information Commissioner and State Information Commissioners shall be fixed as under:

- | | | |
|--|---|---------------------|
| (a) State Chief Information Commissioner | - | Rs. 30,000/- fixed. |
| (b) State Information Commissioners | - | Rs. 26,000/- fixed. |

9. **Officers and Staff of the Commission:-**

The Commission shall have the Officers and Staff as indicated in column 2 of the First Schedule.

- (a) The posts shall be filled up either by direct recruitment, or by deputation of Government servants of equivalent rank from any department of the State Government, Public Sector Undertakings, Govt of India or by outsourcing. Provided that the outsourcing shall be restricted to post of Group 'D' employees (cleaning, housekeeping, home orderlies and security guards)
- (b) The method of recruitment shall be in accordance with the Mizoram Secretariat Service Rules or Service Rules of any other equivalent posts of the State Government.
- (c) The allowances and facilities of officers and staffs working in the Commission shall be at par with other State Government employees of equivalent rank.

- (d) The rules governing conditions of service and disciplinary matters of the State Government employees shall mutatis-mutandis apply to the employees of the Commission subject to modification as may be notified by the State Government.

10. Appeals:

- (1) An appeal under sub-section (1) of section 19 shall be filed in form D to the officer as designated by the Public Authority to hear such appeal.
- (2) The Memorandum of appeal shall accompanied with such fee as specified in the Second schedule which shall be paid in the form of court fee stamp.
- (3) Any person aggrieved by the decision under sub-section (1) of section 19, may prefer a second appeal before the Commission under sub-section.(3) thereof in form E which shall be accompanied with such fee in the form of court fee stamp as specified in the Second schedule.
- (4) The appeal preferred under sub-rules (1) and (3), if not accompanied with the required fee, shall be rejected by the concerned Appellate Authority, but no fee is payable by the applicant holding a BPL Card.
- (5) *Documents to accompany appeal:* Every appeal made to the First Appellate Authority or Commission shall be accompanied by the following documents timely:-
 - (i). self attested copy of the order against which the appeal is being preferred;
 - (ii) copies of documents relied upon by the appellant and referred to in the appeal; and
 - (iii). and index of the documents referred to in the appeal.
- (6) *Service of notice by the' Commission or Appellate Authority:* Notice is to be issued by the Commission or by the Appellate Authority, and shall be served in any of the following mode, namely;
 - (i) service by the Partly itself;
 - (ii). by hand delivery (Dasti) through Notice Server;
 - (iii). by registered post with acknowledgement due; or
 - (iv). through Head of Office or Department
- (7) *Place of sitting of the Commission:* The Commission shall ordinarily sit in the State Capital i.e., Aizawl or at such other place or places as may be directed by general or special order by the Commission for the disposal of a particular case or cases.
- (8) *Procedure in deciding appeal:* In deciding the appeal, the Commission or the Appellate Authority may:-
 - (i) hear oral or written evidence on oath or on affidavit from concerned or interested person(s);
 - (ii) peruse or inspect documents, public records or copies thereof;
 - (iii) enquire through authorized officer further details or facts;

- (iv) hear State Public Information Officer, State Assistant Public information Officer or such Senior Officer who decide the first appeal, or such person against whom the complaint is made, as the case may be;
- (v) hear third party (applicable to the Commission only); and
- (vi) receive evidence on affidavits from State Public Information Officer, State Assistant Public Information Officer, such Senior Officer who decided the first appeal, or such person against whom the complaint is made, or third party, as the case may be,
- (vii) In case of difference of opinion in deciding the appeal or complaint, as the case may be, the Commission shall abide by majority of opinion.

11. Every order of the Appellate authority and the Commission shall be in writing and shall be communicated to the appellant concerned **and to** the Public Information Officer and to the first Appellate authority in case it is a second appeal.

12. Guidelines by the State Government. -

The State Government shall have the power to issue guidelines not inconsistent with the provisions of the Act and these rules for smooth implementation of the provisions of the Act.

13. Penalties.-

In the event of imposition of penalty under section 20 on the Public Information Officer concerned, such penalty may be deposited by the said officer by Treasury Challan under the appropriate receipt Head of the State Budget within a period of thirty days, failing which the amount shall be recovered from the salary of the officer concerned.

14. Calculation of cost of damage.-

If any damage is caused to the public property in the course of giving any information in the form of samples of materials, the damage caused to such property shall be included while calculating further fees representing the cost of providing the information.

15. Maintenance of Register.-

- (1) The Public Information Officer/Assistant Public Information Officer shall maintain a register in Form 'F' (1) and Form 'F' (2) respectively for recording the details of the application received and the information supplied by him and keep the Head of Office informed after furnishing any information and it shall be the duty of the Head of Office to ensure required assistance if any, as would be sought for by the Public Information Officer to facilitate providing information..
- (2) The Public Information Officer/Assistant Public Information Officer shall maintain a cash register in Form 'O' for recording the details of money received by him relating to providing information and deposit the money in such head of account or in any scheduled Bank in the name of such officer as the concerned Head of Office decides.
- (3) Every Appellate Authority and the Commission shall maintain Register (s)

for recording details of appeals received and disposals thereof in Form 'H'.

16. Deposit of expenditure.-

The expenditure to be incurred for production of witness or documents before the Commission shall be deposited before the Commission by the party at whose instance the witnesses or the documents are to be produced.

17. Realization of penalties or damages.-

Any penalty or damage or any other sum payable under the Act, if not paid within thirty days of the date of receipt of the order for realization of the same or cannot be recovered, it can be realized from such person from the salary in case of government employees and as arrears of land revenue in case of others.

18. Miscellaneous :-

For the purpose of removing any doubt it is hereby clarified that the 'form (s)', as prescribed under these rules, need not be in authorized pre-printed stationery, but any format neatly typed, handwritten or in electronic form which covers essential details prescribed in the form shall be valid.

19. Power to amend Rules:

The State Government, either in consultation with or on recommendation of the Commission may add to, delete from or alter or amend the Rules. Such alteration or amendment of the Rules shall be approved by the State Cabinet and shall be laid before the State Legislature.

FORM 'A'
[See Rule 4 (1)]

Application for Information under section 6 (1) of the Act.

To

The State Public Information Officer/The State Assistant Public
Information Officer
(Name of the office with address)

1. Full name of the applicant
2. Father / spouse name
3. Permanent address with contact Nos.
4. Particulars in respect of Identity of the applicant
5. Particulars of information solicited.
 - (a) Subject matter of information
 - (b) The period to which the information relates (c) Specific details of information required
 - (d) Whether information is required by post or in person (The actual postal charges shall be included in providing information)
 - (e) In case by post (ordinary, registered or speed)
6. Address to which information will be sent & in which form
7. Has the information provided earlier
8. Is this information not made available by the Public Authority
9. Do you agree to pay the required fee
10. Have you deposited application fee (If yes details of such deposit)
11. Whether belongs to BPL category, have you furnished the proof of the same.

Place
Date

Full Signature of the applicant
Address .
Contact Nos.

Office of the Public Information Officer

Receipt No

Received the application
from
Address
On seeking information

Place

Date

Full name of State Public Information Officer/State Assistant Public Information Officer

Designation
Seal

FORM 'B'
[See Rule 4 (2)]
Information for Payment

From
Name & Designation of the State Public Information Officer/State Assistant Public
Information Officer

To

Name of the applicant
Address

Sir, .

Please refer to your application dated Addressed to
the undersigned requesting information on I am to inform you that
the following amount towards cost for providing information may be deposited in cash, to
enable the undersigned to furnish information sought for.

Please make payment within a period of fifteen days from the date of receipt of this
intimation failing which the application shall be rejected

Fee

Yours faithfully

Place:
Date:

SPIO/SAPIO

Seal.
FORM 'C'
[See Rule 5 (1) and (2)]
Intimation of Rejection

Sir,

The undersigned regrets to express his inability to furnish the information asked for on account of the following reasons

- (i) It comes under the exempted category covered under sections 8 and 9 of the Act.
- (ii) Your application was not complete in all respect.
- (iii) Your identity is not satisfactory.
- (iv) The information is contained in published material available to Public. You did not pay the required cost for providing information within the prescribed time.
- (v) The information sought for is prohibited as per section 24 (4) of the Act.
- (vi) The information would cause unwarranted invasion of the privacy of any person.

The information as sought for by you is available in our Website You may download the information.

- (vii) For any other reason please see overleaf.

However, if you feel aggrieved for the above said refusal you may file an appeal before

..... within 30 days of the receipt of this letter.

Place:

Date:

Name & Designation of
State Public Information Officer

To

Shri
.....

FORM'D'

[See Rule 10 (1)]

**Form of Memorandum of Appeal to the first/Departmental Appellate Authority
under Section 19 (1) of the Act.**

From

(Applicant's Name & Address)

Before

The First Appellate Authority

1. Full name of the Appellant :
2. Address with contact Nos. :
3. Particulars of Public Information Officer :
4. Date of receipt of the order appealed against :
5. Last date for filing the appeal :
6. Particulars of information.
 - (a) Nature and subject matter of the information Required
 - (b) Name of the office or Department to which the information relates
7. The grounds for appeal
(details if any to be enclosed in separate sheet)

Verification

I, Name of the appellant, son of/daughter of wife of
..... hereby declare that the particulars furnished in the appeal are to be the best of
my knowledge and belief, true and correct and that I have not suppressed any material
fact.

Signature of the appellant

Place:

Date:

To

Name and address of Appellate Authority

FORM'E'
[See Rule 10(3)]
Second Appeal under Section 19 (3) of the Act

From

(Applicant's Name & Address)

To

The State Information Commission

1. Full name of the Appellant
2. Address with contact Nos.
3. Particulars of the first Appellate Authority
4. Date of receipt of the order appealed against
5. Last date for filing the appeal
6. Particulars of information.
 - a. Nature and subject matter of the information required
 - b. Name of the office or Department to which the information relates
7. The grounds for appeal (details if any to be enclosed in separate sheet)

Verification

I, Name of the appellant, son of/ daughter of/wife of
..... hereby declare that the particulars furnished in the appeal are to the best of
my knowledge and belief, true and correct and that I have not suppressed any material fact.

Signature of the appellant

Place:

Date:

To

Mizoram State Information Commission

FORM 'F' (1)

[See Rule 15(1)]

Register to be maintained by State Public Information Officer
Enter Life or Liberty cases in Red Ink for identification

ID No.	Name & Address of the Applicant	Date and Source through which Application Received		Particulars of fee/further fee paid. Write BPL in case of BPL Applicants					
		Date of Receipt	Direct/ASPIO/ Other Public Authority	Amount	PO/DD/Cash receipt No./ Affixing Stamp	Dated			
1	2	3	4	5	6	7			
Type of Information asked for. Give gist in respective column									
Life or Liberty	Inspection of Documents	Copies of documents	Sample of material	Information on other issues	Third party	Question in brief			
8	9	10	11	12	13	14			
Letter sent for deposit of further fee				Date of deposit of further fee and intimation to SPIO					
Date		Amount		Date		Amount			
15		16		17		18			
Status of disposal application									
Information fully supplied	Partly supplied	Transferred to other public authority		Rejected due to exemption under Section 8/9/24	No. of days available for disposal	Date of disposal	No. of days in which disposed	Gist of reply sent	Remarks
		Name of Public Authority	Date						
19	20	21	22	23	24	25	26	27	28

FORM 'F' (2)
[See Rule 15(1)]

Register to be maintained by State Assistant Public Information Officer

Enter Life or Liberty cases in Red Ink for identification

Sl. No.	Name and Address of the applicant	Date of Receipt of application/ appeal	Nature of request			
			Application for information	Appeal		
1	2	3	4	First	Second	6

Particulars of fee paid. Write BPL in case of BPL applicants			Public Authority/ Appellate Authority to which transferred	Date of Transfer	Remarks
Amount	PO/DD/Cash receipt No Affixing Stamps	Dated			
7	8	9	10	11	12

Name & Address of the Applicant
1

1	2	3	4	5	6	7	8	9
No. of	Address of the Name and	Address of the Date of Receipt of	Information	First	Second			
			Application for	Address				
			Name of Subject					

FORM 'H'
[See Rule 15 (3)]

Register to be maintained by the
First Appellate Authority

ID No.	Name and Address of the applicant	Date of receipt of appeal	Particulars of fee paid		
			Amount	PO/DD/Cash Receipt No Affixing Stamps	Dated
1	2	3	4	5	6

Nature of Appeal									
Non acceptance of application	Non supply of information/ Deemed refusal	Delay in supply of information	Incomplete/ misleading/ false information	Unreasonable demand of fee	Other matters. Please specify	Date of final decision			
						Dates fixed for hearing		Decision on Appeal	
Date on which comments invited from SPIO/Notice given to third party	13	14	15	16	17	18	19	20	21

FIRST SCHEDULE

[see Rule 9]

MIZORAM STATE INFORMATION COMMISSION STAFF

Sl. No.	Designation	No. of Post	Scale of Pay
1	Secretary	1no.	Rs.16,400 – 20,000 /-
2	Senior Principal (P.S)	1no.	Rs.12,000 - 16,500/-
3	Deputy Secretary	1no.	Rs.12,000 - 16,500 /-
4	Under Secretary	1no.	Rs.10,000 - 15,200 /-
5	Principal Private Secy.	2nos.	Rs.10,000 - 15,200 /-
6	Superintendent	1no.	Rs. 8,000 - 13,500 /-
7	Stenographer Grade- I.	1no.	Rs. 8,000 - 13,500 /-
8	Assistant	3nos.	Rs. 5,500 - 9,000 /-
9	Stenographer Grade - III.	1no.	Rs. 5,000 - 8,000 /-
10	U.D.C.	3nos.	Rs. 5,000 - 8,000 /-
11	L.D.C.	3nos.	Rs. 4,000 - 6,000 /-
12	Driver	4nos.	Rs. 3,050 - 4,590 /-
13	Despatch Rider	1no.	Rs. 3,050 - 4,950 /-
14	Grade-IV/Peon/Chowkider	10nos.	Rs. 2,650 - 4,000 /-

SECOND SCHEDULE
[See Rules 4 and 10]
Fees/Amount to be Charged for Providing Information

ART - I

<i>(A)</i>	<i>Application fee</i>	<i>Rate to be charged</i>	<i>Mode of deposit</i>
(i)	Application for seeking information	Rupees ten per application	Treasury Challan/cash
(ii)	Application fee for 1 st Appeal	Rupees forty	Court fee stamp
(iii)	Application fee for 2 nd appeal	Rupees fifty	Court fee stamp

PART - II

(B) Amount to be charged for providing information.

(i)	Inspection of documents	No fee for the first hour and a fee of Rupees five per each subsequent hour or fraction thereof	By cash
(ii)	A4 size paper/A3 size paper for each folio		
	(a) Type copy/photocopy per page	Rupees two	By cash
	(b) Print out from computer per page	Rupees five	By cash
(iii)	CD with cover	Rupees fifty per CD	By cash
(iv)	Floppy Diskette (1.44MB)	Rupees fifty per Floppy	By cash
(v)	Maps & Plans	Reasonable cost to be fixed by P.I.O. depending upon the cost of labour and material and equipment and other ancillary expenses.	
(vi)	Video Cassette/ Microfilm/Microfiche	-do-	By cash
(vii)	Certified sample of material	-do-	By cash

N.B: Proper and authenticated money receipt to be issued for all cash payment. The office is to state the cash receipt No. on the application Form 'A'

T.B.C. Rozara
Commissioner & Secretary to the Govt. of Mizoram
Information & Public Relations Department

MIZORAM RIGHT TO INFORMATION RULES, 2010
(Vide Govt. Notification No. F 13011/4/2005-IPR Dt. 20.9.2010)

In exercise of the power conferred by Section 27 of the Right to Information Act (No.22 of 2005), the Governor of Mizoram is pleased to make the following rules, namely:-

1. Short title and commencement:-

- 1) These rules may be called the Mizoram Right to Information Rules, 2010.
- 2) They shall come into force from the date of their publication in the Mizoram Gazette.

2. Definitions: In these rules, unless the context otherwise requires-

- a) 'Act' means the Right to Information Act, 2005 (No. 22 of 2005);
- b) all other words and expressions used herein but not defined in the Act shall have the same meaning assigned respectively to them in the Act;
- c) 'Commission' means the Mizoram State Information Commission;
- d) 'Section' means the section of the Act;
- e) the expression 'substantially financed' in relation to a body or non-government organization as occurred in sub-clause (d), (i) & (ii) of clause (h) of Section 2 of the Act shall mean any body or non government organization which is financed by the State Government by giving or extending support or grant, by whatever name called inclusive of stipend, scholarship, grant-in-aid, assistance etc., either by means of budget or cash or in kind the value of which in monetary terms the amount or value, as the case may be, of which is not less than 30 % of the cost of its project, scheme, programme or by whatever name its activities may be called or rupees one lakh, whichever is less.

(clause (h) of Section 2 of RTI Act: "public authority" means any authority or body or institution of self- government established or constituted—

- (a) by or under the Constitution;
 - (b) by any other law made by Parliament;
 - (c) by any other law made by State Legislature;
 - (d) by notification issued or order made by the appropriate Government,
- and includes any—
- (i) body owned, controlled or substantially financed;

(ii) non-Government organisation substantially financed, directly or indirectly by funds provided by the appropriate Government;)

3. Request for obtaining information.-

1) A request for obtaining information under sub-section (1) section 6 to the State Public Information Officer shall be accompanied by an application fee of Rupees Ten by way of cash against proper receipt or by treasury challan or demand draft of bankers cheque or Indian Postal Order (IPO) payable to the State Public Information Officer of the office of the public authority.

2) On receipt of an application, the State Public Information Officer or State Assistant Public Information Officer shall give a receipt in token thereof to the applicant.

4. Fee for providing information:

For providing information under sub-section (1) or sub-section (5) of Section 7, the fee chargeable by way of cash against proper receipt or by treasury challan or demand draft of bankers cheque or Indian Postal Order (IPO) payable to the State Public Information Officer of the office of the public authority shall be at the following rates:

- a) Rupee One for each page (in A-4 or A-3 size paper) created or copied;
- b) Actual charge or cost price of a copy in larger size paper;
- c) Actual cost or price for samples or models; and
- d) for inspection of records, no fee for the first hour and a fee of Rupees five for each subsequent hour (or fraction thereof).
- e) for information provided in soft copy Rupees Thirty per CD.
- f) for information provided in printed form at the price fixed for such publication or Rupee One per page of photocopy for extracts from the publication.

5. Deposit of fees: Any fee collected under these Rules shall be deposited under Head of Account:

0070 - Other Administrative Services

60 - Other Services

118 - Receipts under RTI Act, 2005

6. Fee not chargeable: No fee shall be charged on the following cases:

- a) Persons who are of Below Poverty Line as may be determined by the State Government of Mizoram for provisions of information related to welfare of BPL.

b) Where the State Public Information Officer fails to comply with the time limit specified under sub-section (1) of Section 7 of the Act or where the application is deemed to have been refused on the information being given, the same shall be given free of cost.

c) Where an information is such which should have been published or disseminated widely as required by Section 4 of the Act but has not been published nor disseminated, no fee for such information shall be charged.

(Section 4 of RTI Act:

(1) Every public authority shall—

b) publish within one hundred and twenty days from the enactment of this Act,—

(i) the particulars of its organisation, functions and duties;

(ii) the powers and duties of its officers and employees;

(iii) the procedure followed in the decision making process, including channels of supervision and accountability;

(iv) the norms set by it for the discharge of its functions;

(v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;

(vi) a statement of the categories of documents that are held by it or under its control;

(vii) the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;

(viii) a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;

(ix) a directory of its officers and employees;

(x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;

(xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;

(xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;

- (xiii) particulars of recipients of concessions, permits or authorisations granted by it;
 - (xiv) details in respect of the information, available to or held by it, reduced in an electronic form;
 - (xv) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;
 - (xvi) the names, designations and other particulars of the Public Information Officers;
 - (xvii) such other information as may be prescribed; and thereafter update these publications every year;
- c) publish all relevant facts while formulating important policies or announcing the decisions which affect public;
 - d) provide reasons for its administrative or quasi-judicial decisions to affected persons.

(2) It shall be a constant endeavour of every public authority to take steps in accordance with the requirements of clause (b) of sub-section (1) to provide as much information suo motu to the public at regular intervals through various means of communications, including internet, so that the public have minimum resort to the use of this Act to obtain information.

(3) For the purposes of sub-section (1), every information shall be disseminated widely and in such form and manner which is easily accessible to the public.

(4) All materials shall be disseminated taking into consideration the cost effectiveness, local language and the most effective method of communication in that local area and the information should be easily accessible, to the extent possible in electronic format with the Central Public Information Officer or State Public Information Officer, as the case may be, available free or at such cost of the medium or the print cost price as may be prescribed.

Explanation.—For the purposes of sub-sections (3) and (4), "disseminated" means making known or communicated the information to the public through notice boards, newspapers, public announcements, media broadcasts, the internet or any other means, including inspection of offices of any public authority.)

7. Procedure of appeal:

1) Contents of appeal: An appeal to the Departmental Appellate Authority / Commission, as the case may be, shall contain the following information, namely:

- a) name and address of the applicant;
- b) name and address of the Departmental Appellate Authority / State Public Information Officer, as the case may be, against the decision of whom the appeal is preferred;

- c) particulars of the order including number and date, if any, against which the appeal is preferred;
- d) brief facts leading to the appeal;
- e) if the appeal is preferred against deemed refusal, the particulars of the application, including number and date and name and address of the Departmental Appellate Authority / State Public Information Officer, as the case may be, to whom the application was made;
- f) prayer or relief sought.

2) Documents to accompany appeal: Every appeal made to the Departmental Appellate Authority / Commission shall be accompanied by the following documents, namely:

- a) Self-attested true copy of the orders or documents against which the appeal is being preferred;
- b) copies of documents relied upon by the appellant and referred to in the appeal.

3) Procedure in deciding appeal: For deciding the appeal the Departmental Appellate Authority / Commission may:

- a) hear oral or written evidence on oath or an affidavit from concerned or interested person;
- b) peruse or inspect documents, public records or copies thereof;
- c) enquire or get an inquiry conducted through authorized officer further details or facts;
- d) hear State Public Information Officer, State Assistant Public Information Officer, such Senior Officer who decided the first appeal, such person against whom the complain lies or the third party.

4) Service of notice: Notice to be issued by the Departmental Appellate Authority / Commission may be served in any of the following modes, namely:

- a) service by the party itself;
- b) by hand delivery (dasti) through Process Server;
- c) by registered post with acknowledgement due; or
- d) through Head of Office or Department.

5) Personal presence of the appellant or complainant:

- a) The appellant or the complainant, as the case may be, shall in every case be informed of the date of hearing at least seven clear days before that date.
- b) The appellant or the complainant, as the case may be, may at his discretion at the time of hearing of the appeal or complaint by the Departmental Appellate Authority / State

Information Commission be present in person or through his duly authorized representative or may opt not to be present.

c) Where the Departmental Appellate Authority / State Information Commission is satisfied that the circumstances exist due to which the appellant or the complainant, as the case may be, was prevented from attending the hearing of the Departmental Appellate Authority / State Information Commission, then, the Commission may accord the appellant or the complainant, as the case may be, further opportunity of being heard before a final decision is taken or take any other appropriate action as it may deem fit.

d) The appellant or complainant, as the case may be, may seek the assistance of any person in the process of the appeal while presenting his points.

6) Order of the Appellate Authority: Order of the Appellate Authority shall be pronounced in opened Court and be in writing duly authenticated by the Appellate Authority for this purpose.

7. Power to amend Rules: The State Government, either in consultation with or recommendation of the Commission may add to, delete from or alter or amend the rules. Such alteration or amendment of the Rules shall be laid before the State Legislature.

8. Repeal and saving: The Mizoram Right to Information Rules, 2006 are hereby repealed;

Provided that Rule 8 of the Mizoram Right to Information Rules, 2006, shall be deemed to have been repealed with effect from 21.6.2006;

Provided that any order made or action taken under the Rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

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